# Writing a Data Management Plan

# Why Manage Your Data?

Posting to widely-searched repositories increases use and impact

Ensures longer-term preservation

Increases efficiency by standardizing data

# Why Manage Your Data?

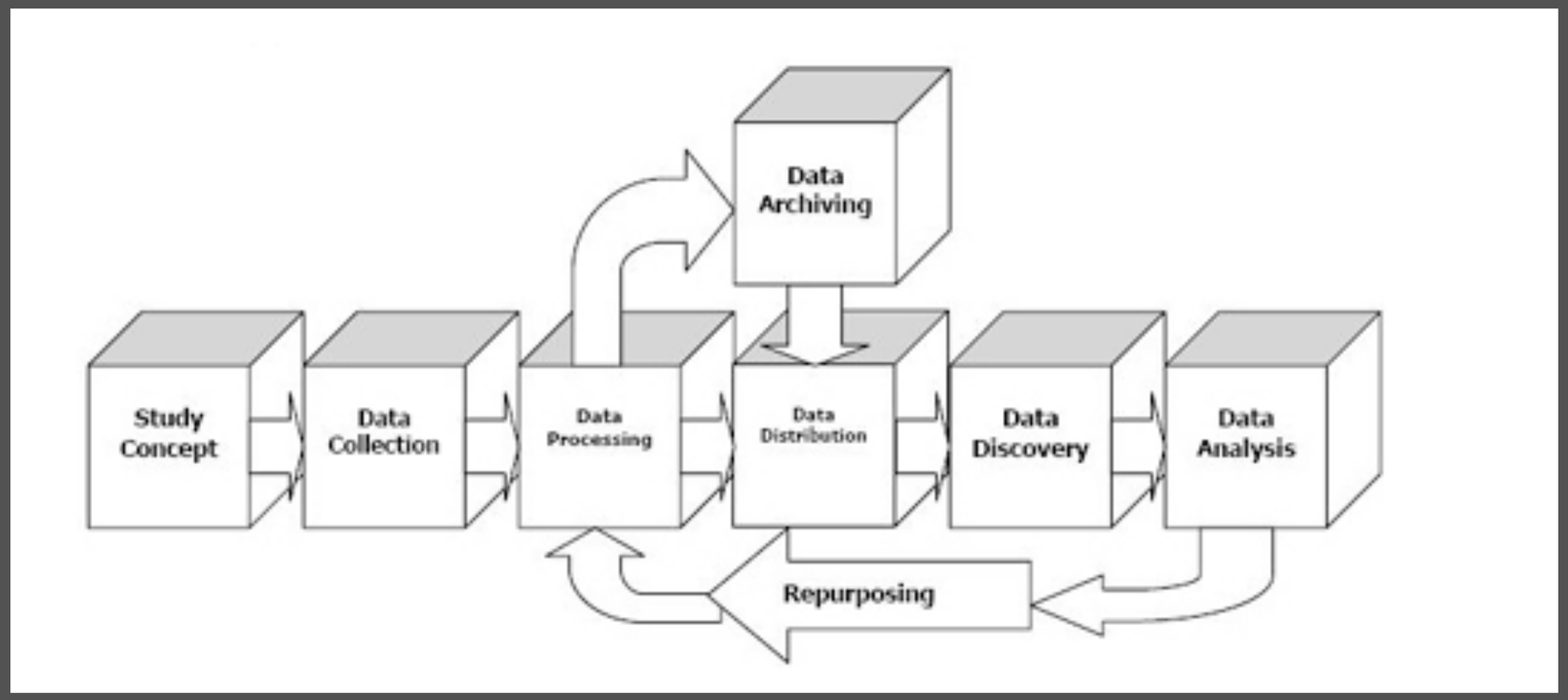
Ensures Data Integrity

Requirement for Funders

Prevents Duplication

Supports Open Access

# Data Life Cycle



# Data Format

Text

Numerical

Multimedia

Models

Software

Hardware Specific

# Basic Questions

What type of data will be produced?

How much?

How fast will it grow?

How often will it change?

Who is the audience?

Who owns the data?

Who is responsible for the data?

How long should it be retained?

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# Components of a Plan

Project Abstract

Nature and Format of Data

How Will Data Be Collected

Format Standard

Metadata Standard

# Short-Term Section

File Formats

Local Storage Policies

Back-Up Policies

Security Policy

List of Responsible Groups with Contact Info

# Legal and Ethical Issues Section

Intellectual Property

Any Human Subject Issues

Itemized List of Any Data Limitations

Listing of all Associated Legal Documentation

# Access Policies

How is the data made available?

(github, data dumps, etc)

Data Restrictions

Use Restrictions

# Long-Term Preservation

Will all data be preserved or just the final products?

Use restrictions

Schedule of any conversions or forensic checks

# Staffing

Who is responsible for each data management task?

Where do the handoffs occur?

# Cost

Estimate the cost of your data plan including:

Storage

Staffing

Conversion/Forensics

# Data Integration

eXtensible Markup Language (XML)

Resource Description Framework (RDF)

Uniform Resource Identifiers (URIs)

Ontologies (structured reference vocabs)

# Online Tools

DMPTool: https://dmp.cdlib.org/

DMPOnline: https://dmponline.dcc.ac.uk/

# Credits

Jennifer Guiliano

Simon Appleford

“Writing a Data Management Plan”

www.devdh.org